

DEVELOPMENT OF SUGGESTED BOARD POLICIES FOR  
UNIFIED DISTRICT #341 OSKALOOSA, KANSAS

BY 147

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# TABLE OF CONTENTS

	Page
INTRODUCTION. . . . .	1
The Problem. . . . .	2
Importance of the Study. . . . .	2
Limitations of the Study. . . . .	3
Definition of Terms Used. . . . .	3
Procedure. . . . .	4
REVIEW OF THE LITERATURE. . . . .	5
SUGGESTED BOARD POLICIES. . . . .	10
Preamble. . . . .	10
Our Objectives. . . . .	10
ARTICLE I--ORGANIZATION AND PROCEDURES OF BOARD OF EDUCATION	
Section 1. Legal Title of District and Plan of Organization. . . . .	11
Section 2. The Board of Education. . . . .	12
Section 3. Officers of the Board. . . . .	13
Section 4. Regular Meetings of Board. . . . .	15
Section 5. Special and Adjourned Meetings. . . . .	15
Section 6. Quorum for Transacting Business. . . . .	16
Section 7. Presiding Officer. . . . .	16
Section 8. Committees. . . . .	16
Section 9. Voting. . . . .	16
Section 10. Order of Business and Agenda. . . . .	17
Section 11. Change in Policies and Regulations. . . . .	17
Section 12. Minutes of Board Meeting. . . . .	17
Section 13. Robert's Rules of Order. . . . .	18
Section 14. Official Board Records. . . . .	18
ARTICLE II--ADMINISTRATION	
Section 1. Superintendency. . . . .	19
Section 2. Principals. . . . .	24
ARTICLE III--FINANCE AND BUSINESS ADMINISTRATION	
Section 1. The Accounting System. . . . .	30
Section 2. The Depository Bank. . . . .	31
Section 3. Budget Procedure. . . . .	31
Section 4. Purchasing Authority and Control. . . . .	32
Section 5. Bids and Contracts Relative to Purchasing. . . . .	33
Section 6. Inventories and Consumable Supplies Accounting. . . . .	33
Section 7. Attendance Out of District. . . . .	34
Section 8. Extra-Curricular Funds. . . . .	35
Policy Governing Extra-Curricular Activities. . . . .	37

	Page
ARTICLE IV--PERSONNEL	
Section 1. Teachers . . . . .	38
Ethics. . . . .	42
Complaints and Grievances . . . . .	42
Classroom Management. . . . .	42
Association Membership. . . . .	43
Pregnancy . . . . .	44
Sick Leave. . . . .	44
Conditions and Understandings Governing Sick Leave. . . . .	45
Absence Not Covered by Sick Leave . . . . .	45
Salary Withholding. . . . .	46
Group Insurance . . . . .	46
General Standards for Employment. . . . .	47
Experience. . . . .	47
Minimum Training. . . . .	47
Candidate Procurement and Nomination Procedure. . . . .	47
The Contract. . . . .	48
Reemployment. . . . .	49
Tenure. . . . .	49
Resignation . . . . .	50
The Salary Schedule and Conditions of Operation . . . . .	50
The Substitute Teachers . . . . .	51
Section 2. General Policies for Non-Certified Personnel . . . . .	52
Basic Qualifications for Employment . . . . .	52
Selection Procedure . . . . .	52
Appointment Procedure . . . . .	52
The Contract or Agreement . . . . .	53
Retention-Tenure-Dismissal. . . . .	53
The Salary and Pay Days . . . . .	54
Substitutes . . . . .	54
Sick Leave. . . . .	54
Other Non-Certificated Employee Policy. . . . .	55
Personnel Record. . . . .	55
Health Examination. . . . .	55
Section 3. Custodians . . . . .	55
Duties. . . . .	57
Section 4. Office Secretaries . . . . .	58
Section 5. Transportation Personnel . . . . .	59
Section 6. Lunch Room Personnel . . . . .	62

	Page
Section 7. Pupil Personnel. . . . .	64
Admission Policy. . . . .	64
Attendance Centers and Areas. . . . .	66
Absences. . . . .	66
Suspension and Expulsion Policy . . . . .	67
Discipline. . . . .	67
Promotion, Retention, and Grade Placement . . . . .	68
Pupil Progress Reports to Parents . . . . .	68
Married Students. . . . .	69
Pregnancies . . . . .	69
Smoking . . . . .	70
Automobile Restrictions . . . . .	70
Pupil Accounting. . . . .	70
Lunch Room. . . . .	71
ARTICLE V--PUBLIC RELATIONS	
Guiding Philosophy . . . . .	71
Release of Publicity . . . . .	73
Board Meetings . . . . .	73
Relations with the Local Press . . . . .	73
ARTICLE VI--AUXILIARY SERVICES	
Section 1. The School Lunch Program . . . . .	73
Section 2. The School Transportation Program. . . . .	74
Section 3. Public Use of School Facilities. . . . .	76

## INTRODUCTION

Every school district, large or small, should operate under a code of written policies and rules. This is acknowledged as sound by all students of administration, recommended by every type of agency having relations with school boards, and indeed required by some accrediting bodies.<sup>1</sup>

Educational policy describes the aim, purpose or objective which the school board hopes to achieve. Policy grows out of a consensus of the board of education. A policy statement is phrased in terms broad enough to include all issues likely to be covered, but at the same time specific enough so that its avowed purpose is clear. Policies create the framework which helps the board or the superintendent make decisions on specific situations. They also help the superintendent and his staff to discharge their assigned duties with positive direction.<sup>2</sup>

Gilbaugh<sup>3</sup> lists the following as the three great advances in public education in America: first, the act of creating schools for all children of all the people; second, the election of selectmen, forerunners of our modern boards of education, to administer the schools; and third, the public

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<sup>1</sup>Calvin Greider, et. al., Public School Administration, second edition, Ronald Press Company, New York, 1961, P. 120

<sup>2</sup>Dr. S. I. Knezevich and Dr. H. C. DeKock, The Iowa School Board Member-a Guide to Better Boardmanship, Iowa Association of School Boards, Des Moines 9, Iowa, P. 45

<sup>3</sup>John W. Gilbaugh, The School Board Policy Guide, Fearon Publishers, San Francisco, 1956, P. 17

school superintendency which evolved from the dilemma of too-numerous and time consuming details for the selectmen and board members to administer. To define and clarify this last great advance, the public school superintendency, and to increase efficiency in the administration of public schools (the responsibility of board members and superintendents) there has been increasing interest in written school board policies, rules, and regulations.

Statement of the Problem. The purpose of this study was to develop a set of suggested written board policies for Unified District #341 Oskaloosa, Kansas.

Importance of the Study. The legislation, enacted by the school board while it meets in sessions, constitutes the school policy. These school policies become statements which set forth the purposes and prescribes in general terms the organization and program of a school system.

When once agreed upon, the policies set the pattern for a number of specific decisions. Consistency of action is more likely to be assured if the policies are reduced to writing and made available to all school board members and professional administrative personnel. Unquestionably most board decisions are based on some reason for the action. If there is no written record of intent nor any clear guide to future actions on similar situations, decisions reached at one time may be unwittingly contradicted by board decisions at another time.<sup>4</sup> This can prove to be embarrassing, particularly if litigation develops or there is an investigation of consistency of board decisions.

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<sup>4</sup>Knezevich, op. cit., P. 46

The written policies of Unified District #341 formerly Oskaloosa Common School District Number 29 and Oskaloosa Rural High School District Number 105, have not been revised in writing for the past ten years. It has been brought to the attention of this writer that discrepancies exist between written policy and actual practice; it was then, the attempt of this writer to make the necessary corrections and additions to the written policies to make them consistent with conditions as they now exist. The revision was done with the mutual consent and request of the school board members of Unified District #341 and the superintendent of schools of that district.

Limitations of the Study. This study was limited to a review of literature available in the Kansas State University Library, publications of the Kansas State Department of Public Instruction, and literature made available to this writer by Dr. Charles Peccolo.

Another limitation on this study was that of only the board minutes, since 1954, of Oskaloosa Common School District, Number 29 and Oskaloosa Rural High School District, Number 105, (the two districts which now comprise Unified District, Number 341), being available for review by this writer.

Definition of Terms. It should be noted that certain terms will be used in the report and that those terms should be set forth for the purpose of clarification. Board of education and school board is used throughout the report to refer to the elected group to whom has been delegated the responsibility for the education of the children who live in that district. In the suggested policies, school code and Kansas Code and the code number are used in reference to School Laws of Kansas, 1963.

Procedure. The following report was a compilation of information necessary for the development of the suggested policies. A general outline of topics to be considered was made; the minutes of board meetings since 1954 were reviewed and policy matters gleaned from them; the policies of other school boards were studied, and the writings and studies by specialists on the subject were read and studied.



## REVIEW OF THE LITERATURE

The growth of school administration and the work of boards of education have developed three distinct principles of school control and management. These three principles are almost universally recognized; and, while they have clearly distinctive characteristics, they should work in close relationship in order to bring about the most effective school administration.<sup>1</sup>

The first of these principles of administration is that the board of education should do legislative (policy formulating) work for the general management of the schools in the district. The second general principle states that executive and administrative duties are necessary to carry out the policies which have been adopted by the board of education. The third recognized principle of school administration is that the board of education must exercise appraisal and judgement function with regard to needs, operation, effectiveness of the school program.

Boards of education are policy-making bodies. To carry out their duties as handed to them by the people, they must delegate to an executive officer the administration of their policies. One of the duties of a school board is the clarification of the functions of both board and superintendent, so that both may render the most effective service to the community.<sup>2</sup>

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<sup>1</sup>W. W. Carpenter, et. al., Suggestions for a Code of Rules and Regulations for Missouri Boards of Education. Volume 41, No. 20, The University of Missouri Bulletin, 1940, PP. 5-6

<sup>2</sup>American Association of School Administrators, The School Superintendency, thirtieth yearbook, 1952

School boards frequently attempt to keep their relationships to the superintendent fluid, thus preventing the development of a stable policy. This fluidity may sometimes be necessary because of the conflicts in role definitions expressed by various members of the board, but it must be recognized that this is generally an impediment to the effective performance of the school board's responsibilities. It tends to restrict the efficient and effective administration of the schools by the professional administrators.<sup>3</sup>

Many school boards and administrators however, have become aware of the necessity of systematizing the policies within which school personnel must operate. This awareness becomes even more real in these days of very rapid growth in school population and the increased complexity of administering school systems.

Only by the adoption of wise, long-range written policies for the management of the school system can a board member really know what the policies are and have a convenient reference to them.

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<sup>3</sup>Keith Goldhamer, The School Board, The Library of Education, New York, 1964

Barry<sup>4</sup>, Greider<sup>5</sup>, Knezevich and DeKock<sup>6</sup>, Miller<sup>7</sup>, and Smith and Smittle<sup>8</sup>, seem to be in agreement as to the advantages of written school board policies. The most often mentioned of these advantages are as follows:

Written board policies tend to:

1. Clarify the position of board members, administrative staff, teachers, and other employees as to their duties, responsibilities and extent of authority.
2. Facilitate the orientation of new board members, new administrative personnel, and teachers and there by provide for continuity of action.
3. Help reduce pressures on the board when decisions are based on established policy. This also is beneficial to public relations and school staff morale, due to the consistency of action and elimination of favoritism.
4. Make for better efficiency in that they give the board a sense of direction, make for orderly procedure at board meetings and in general saves time for the board and administrative staff.
5. Add dignity to the school system and are purely a matter of good sound business methods and procedures.

Miller<sup>9</sup> also warns that there are some dangers evolving from written

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<sup>4</sup>Franklyn S. Barry, "The Board of Education Bylaws", American School Board Journal, October 1951, P. 25

<sup>5</sup>Greider, op. cit., P. 21

<sup>6</sup>Knezevich and DeKock, loc. cit.

<sup>7</sup>Ben Miller, "Boards of Education and Personnel Policies", American School Board Journal, April 1953, P. 34

<sup>8</sup>Max S. Smith and W. Ray Smittle, The Board of Education and Educational Policy Development, Edwards Brothers Inc., Ann Arbor, Michigan,

<sup>9</sup>Miller, loc. cit.

policies. These are: they may lack a certain degree of flexibility, they may become static through lack of review or revision and there may be a lack of policy distribution to all concerned.

Policies should be general in nature and should be adopted by the school board only after careful study and consultation with those who will be affected by them. Policy making, should then, be a democratic process. The superintendent should be accorded the opportunity to suggest or recommend policies or revisions that he thinks would be wise and warn against policies that he believes to be unwise. It is essential that the board does not allow the superintendent, or the superintendent allow himself, to fall into the error of being or trying to be the policymaker for the school system.<sup>10</sup> By virtue of the powers with which it is vested, the school board is the final authority in setting policy.

Boards of education are continually faced with their major function--that of policy making. A board of education can fail in its main objective if it does not look at its most important functions in an objective way.

Without the use of written board policies, too often boards of education have devoted time to petty details that, in most cases, should never have been permitted to consume their time. In dealing with petty details, the board often resolves itself into the personal approach rather than the desired objective approach. It is difficult for a board of education to operate on this personal level and still refrain from

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<sup>10</sup>American Association of School Administrators, School Board Superintendent Relationships, thirtyfourth yearbook 1956, P. 83

favor-doing and patronage.<sup>11</sup> The tendency of boards without written policy is to develop into an undesirable "political" setup, which is likely to result in decreased educational benefits to the pupils in the district.

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<sup>11</sup>Smith and Smittle, op. cit., P. 5

## SUGGESTED POLICY FOR UNIFIED DISTRICT NUMBER 341

## PREAMBLE

The schools of this unified district shall exist for a two-fold purpose to assist children and youth: (1) to develop wholesomely and happily as individuals according to their needs, interests and abilities; and (2) to acquire those qualities which will make possible successful and harmonious living in a very competitive and complex world.

## OUR OBJECTIVES

1. Citizenship Training

We feel that citizenship training includes training in character, patriotism and respect for law and order. Under character building, we must include training in self control, religious tolerance, broad-mindedness, honesty, co-operation (both group and individual), sportsmanship, and courtesy.

2. Physical Fitness

We are endeavoring to improve the physical fitness of our students by carrying on physical activities for both boys and girls. We try to give the students an understanding of the basic facts concerning health and disease, so that they may protect their own health and that of others.

3. Desire to Participate

We endeavor to instill within the student a desire to participate in some constructive activity during his leisure time. These activities should include recreational, aesthetic and avocational activities.

4. Preparation for Further Education

We are preparing the students for further education. However, since the majority of our graduates do not go to institutions of higher learning, our main emphasis is placed upon preparing the students to take their places

in society after leaving school.

#### 5. Additional Guidance

We include vocational, social, educational, personal, and recreational guidance with the purpose of building the most integrated personality possible with previous experience, interest, and physical ability of the individual as a foundation.

We are trying to develop within the student understandings and ideals of home life.

As members of our local board of education, representing all the citizens of our school district, we recognize that the public expects our first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.

We also recognize, that legally the authority of the board is derived from the state which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the board and the people of this community for the exercise of local autonomy. We must never neglect our personal obligation to the community and our legal obligation to the state.

### ARTICLE I Concerning Organization and Procedures of Board of Education

#### Section 1. Legal Title of District and Plan of Organization (8-4)

This school district shall be legally known as "Unified District #341 Oskaloosa Schools, in the County of Jefferson, State of Kansas".

The elementary school shall be defined as consisting of grades one through eight and the high school, grades nine through twelve. Each shall be an integral part, closely coordinated

with one another, but separately organized and administered. All of which shall be cohesively bound into a single system by one governing board of education whose chief executive officer shall be the superintendent.

Section 2. The Board of Education

The board of education shall possess all the powers vested in such boards by those parts of the code of the State of Kansas pertaining to public school corporations.

It shall consist of six members (72-6752)

These members shall normally be elected to hold office for a term of four (4) years and until their successors are elected and qualified. Terms of all members shall begin July 1, following such election. Elections shall, according to code, be regularly held on the first Tuesday in April (72-6752). Members may succeed themselves. Each member must be a qualified elector of the unified district in which he is to serve. Members of the board may be paid their actual and necessary expenses incurred in the performance of their official duties (72-6752).

Individual members shall have status as board members only when sitting in executive session, or when empowered by the board to carry out a specific assignment. The board shall have power to fill any vacancy which may occur in its membership. Any vacancy occurring more than thirty (30) days prior to the date provided by law for the filings of candidacy, and leaving an unexpired term of two years or more, shall be filled at the first school election thereafter (72-6752).



Section 3. Officers of the Board

(a) President (Sec. 14, Unification Act III)

Shall be elected at first meeting in July for one year. Shall serve for one year or until his successor is elected and qualified. The president shall preside at all meetings of the board and perform the usual duties of a chairman such as calling meetings, asking for reports, signing legal documents, and sign all warrants drawn upon the treasurer by order of the board, and appoint all committees whose appointment is not otherwise provided by law.

(b) Vice-President (Sec. 14, Unification Act III)

Shall be elected at first meeting in July for one year. Shall serve for one year or until his successor is elected and qualified. The vice-president shall perform the duties of the president in his absence or inability to act. (In the absence or inability to act of both the president and vice-president, the remaining members shall select a member to act in that capacity.)

(c) Clerk (Sec. 14, Unification Act III)

Shall be appointed by the board. Shall serve at the pleasure of the board, but shall not be a board member. The clerk shall keep an accurate journal of the proceedings of the board; have care and custody of the records, books and documents of the board; counter-sign all warrants drawn upon the treasurer by order of the board; keep an accurate account of all money paid to the treasurer for the account of the board, and prepare and submit to the board reports on the following:

- (1) The amount of all sinking funds and how invested.
  - (2) All moneys disbursed and the purpose for which expended.
  - (3) The balance of the general fund in the hands of the treasurer.
  - (4) The number, date, and amount of all bonds issued by the board and of all bonds purchased for the sinking fund.
  - (5) Other reports as required by the board or by law.
- (d) Treasurer (Sec. 14, Unification Act III)

Shall be appointed by the board, shall serve at the pleasure of the board, but shall not be a board member. The treasurer shall; deposit all moneys belonging to the board as instructed in Chapter 9, Article 14, of Kansas Statutes Annotated; submit in writing a monthly report of the finances of the board and such other reports as required by the board; pay money belonging to the board only upon warrants signed by the president or in his absence the vice-president and countersigned by the clerk; furnish a corporate surety bond in an amount of \$50,000 fixed, approved, and paid for by the board; and attend all meetings of the board when required to do so by the board.

- (e) Superintendent (Sec. 6 (d) Unification Act III also Sec. 14)

The board shall elect a qualified superintendent, not a member of the board, for a term of two (2) years, which term shall begin on the first day of August. The superintendent of schools shall have charge and control of the public schools of this unified district subject to the orders, rules and regulations of the board, and shall receive for his services such compensation as the board shall allow. Since the prime responsibility of this person shall be the professional interpretation, enthusiastic

motivation and successful execution of school policy and legislation, it shall be this board's policy to encourage extended tenure, so that continuity of plans may be fully developed in order to achieve long range objectives. This officer not being a member of the board shall have no vote, however his advice shall be sought, his opinions respected, and his authority protected in all matters pertaining to the maintenance and improvement of educational opportunities and facilities for children and youth of this unified district.

#### Section 4 Regular Meetings of Board

Regular meetings shall be held on the first Monday of every month, or if such day is a legal holiday, on the following day. Meetings unless otherwise specified, shall be held in the high school library and shall be opened promptly at 8:00 p.m. All meetings shall be open to the public except when a majority of the board declares the situation requires a closed meeting.

#### Section 5 Special and Adjourned Meetings

Special meetings may be called by the president of the board or by joint action of three members. Written notice giving time, place and purpose of the meeting shall be given two days in advance, unless waived. No business shall be transacted other than that stated in the notice.

Any legal meeting of the board may be adjourned for cause to a specific time and place. Only matters contained in the agenda of the meeting adjourned may be acted upon at the adjourned meeting.

#### Section 6 Quorum for Transacting Business

A majority of the unified district board (4) is required to carry on the business of the board. (K.S.A. 77-201)

#### Section 7 Presiding Officer

The president of the board shall preside at all meetings of the board. In case of inability of the president to preside, the vice-president shall perform the duties of the president. In the absence or inability of both president and vice-president, the remaining members shall select a member to act as temporary chairman.

#### Section 8 Committees

There shall be no permanent or standing committees. The board shall act as a "committee of the whole". The president may however, appoint temporary committees upon motion by the board for specific investigation or information. Special committee activity shall be advisory and not executive. A special committee shall be dissolved when its report is accepted by the board. The superintendent shall be eligible to serve on all special committees except those which deal directly with his status.

#### Section 9 Voting

The general method of voting shall be "viva voca", but any vote shall be in response to "yes" and "no" calls by the chairman. Upon demand by any member, the roll call method shall be used. The secretary then recording exactly how each member votes. Failure to vote shall also be recorded. The results of any vote shall be

recorded in the minutes of the meeting. The president or chairman shall have a vote, the same as any regular board member. The superintendent, board clerk and treasurer are not members of the board and shall not vote.

#### Section 10 Order of Business and Agenda

The following shall be the order of business at regular meetings. This order may be changed by consent of a majority of members present. Each board member shall be supplied with an exact copy of the official agenda as prepared by the superintendent.

- (a) Call meeting to order
- (b) Read and approve minutes of previous meeting or meetings (President shall sign minutes immediately after approval)
- (c) Introduce and hear visitors
- (d) Report of clerk
- (e) Report of treasurer
- (f) Read and approve bills
- (g) Read Communications
- (H) Reports and presentation of business by the superintendent
- (i) Report of special committees
- (j) Unfinished business
- (k) New business
- (l) Adjournment

#### Section 11 Change in Policies and Regulations

These policies and regulations may be amended by a unanimous vote of all the board members at any regular or special meeting. They may be amended by a majority vote of the entire board at any meeting at which 30-day notice shall have been given.

#### Section 12 Minutes of Board Meeting

A complete and accurate set of minutes of each board meeting shall be kept to comply with all legal requirements. Minutes

shall be kept in an official file specified for that purpose, and shall be kept on file as the official record of school legislation, of this district. The minute file shall be open to public inspection, but not release. A copy of minutes shall be sent to each board member before the next regular meeting.

The clerk's minutes for any particular meeting shall show:

- (a) Date, hour, place of meeting, and time of adjournment
- (b) Kind of meeting, i.e., regular, special, or adjourned
- (c) By whom called
- (d) Who presided
- (e) Who served as clerk
- (f) Names of board members and executive officers present
- (g) Record of each motion properly presented, whether adopted or not, with name of persons making and seconding the motion
- (h) Record of number of votes cast for and against each motion  
A roll call vote shall record exactly each board member's response. Failure to vote shall also be recorded.
- (i) All reports of committees, petitions, and communications received and action taken on each
- (j) Identification of all bills audited by the board and a record showing whether such bills were allowed or rejected
- (k) Signature of clerk or acting clerk
- (l) Record of approval of minutes by the board and date of approval, signed by the president

#### Section 13 Robert's Rules of Order

In matters of procedure not covered by these regulations

Robert's Rules of Order, Revised, shall govern.

#### Section 14 The Official Board Records

It shall be a policy of this board to provide safe facilities for, and order the permanent preservation of, the official records which fall in the following categories:

- (1) The Minute File
- (2) Superintendent's Annual Report to State Department, County Superintendent, and board of education
- (3) The clerk's annual report
- (4) The clerk's and Treasurer's accounting records (warrant and receipt registers)
- (5) Annual Audit Report
- (6) Deeds and Abstracts of Title
- (7) Building plans, blue-prints, specifications, contracts
- (8) Personnel File Folders and related data
- (9) Secretary's reports on Withholding Tax (Income, Social Security, teacher retirement, etc.)

It shall be a policy of this board to authorize the destruction of certain official records after having been on file for a period of 10 years. These records shall include those in the following categories:

- (1) Bank statements and paid warrants
- (2) Payrolls
- (3) Paid bills and vouchers
- (4) Election reports
- (5) Paid bond coupons

It shall be a policy of this board to open its records to any resident of this unified district, or to any other person having legitimate reason, for inspection at any reasonable time upon request. It shall not be a policy to release any of them or copies of them except for unusual reasons and then only after official board action, or upon authority vested in the superintendent.

## ARTICLE II Administration

### Section 1 Superintendency

Qualifications and Selection: It shall be the policy of the board of this unified district that minimum qualifications for



superintendent of this district shall consist of the following;

1. An administrator III certificate (as listed in the certification handbook of the State Department of Instruction) or equivalent, valid and in force.
2. Of an age between 25 and 55 years.
3. Professional preparation of at least a Master's degree plus.
4. Professional experience of two years as a classroom teacher and two years as an elementary or secondary principal.

In the event of a vacancy in the superintendency, selection of a new superintendent shall follow the procedure listed below:

1. A screening committee is to be appointed, composed of professional educators familiar with the techniques of evaluating training, experience, and ability.
2. The vacancy, qualifications, and name of the president of the board shall be announced, qualified candidates within the system invited to apply and notification sent to the State school's placement centers.
3. The screening committee shall scrutinize the placement folders of applicants and then recommend a small group be given appointments for interview.
4. The board shall interview the recommended applicants, make the decision, notify the successful candidate, execute a contract, and publicize acceptance of the position as soon as possible.

**Authority:**

The superintendent shall be the chief executive officer of the board of education and shall have such powers and duties as prescribed by rules of the board and/or the laws of the state.

**Duties:**

He shall use those forms and procedures prescribed by the State Superintendent of Public Instruction in making required reports.

He shall exercise general supervision over all the schools of this unified district and all employees shall be directly



responsible to him. No employee shall by-pass this officer by going directly to board members with complaints or requests for special concessions.

It shall be the duty of the superintendent to appraise the quality of teaching of the instructional staff and devise ways and means for increasing its effectiveness.

He shall attend all meetings of the board except when his own status is being considered. He shall also be eligible to serve on all special committees.

He shall make recommendations for appointments, promotions, and demotions. He shall make recommendation for discharge of any employee only when he is convinced that the situation cannot be improved. Employees may be discharged for: inefficiency, immorality, insubordination, violation of board regulations, and for other causes which are proved to be detrimental to the best interest of the schools.

He shall make such assignments, reassignments, and transfers of personnel within the system as are in his judgement, essential to the maintenance of the highest degree of efficiency possible.

He shall prepare the annual budget document and present it to the board with detailed supporting data for its consideration not later than the first regular meeting in July.

He shall serve as business agent of the board by receiving communications and holding conferences with individuals having business with the board.

He shall keep the board fully informed on school matters by

written reports, by oral communications, by mailing of tentative agenda, and by copies of minutes of meetings.

He shall serve as purchasing agent and shall direct the purchase of all supplies, textbooks, and equipment within the limits of the approved budget. In case of unusual expenditures, the board shall be consulted.

He shall supervise the preparation of the official school calendar and make recommendations to the board concerning opening and closing dates, conventions, paydays, holidays, workshops, local teacher meetings, length of grading periods, and vacation dates.

He shall critically evaluate each year, the system of records and reports and make such recommendation compatible to changing needs and legal requirements, which might reduce the clerical burden of both certificated and non-certificated personnel and at the same time, improve the effectiveness of such records and reports.

He shall follow strictly the board's formulated policy concerning the use of buildings and grounds for non-school purposes.

He shall at the opening of the schools in the fall and at the closing of the schools for summer vacation, be responsible for taking and recording on suitable forms a detailed inventory of all school owned equipment and furnishings.

He shall supervise the expenditure of all extra-curricular monies. The purchase of and payment for services and materials

by any school sponsored activity shall be authorized by his signature affixed to the official requisition and voucher forms prepared for this purpose. He may delegate this authority in the elementary school to the principal. Purchasing power may also be permitted sponsors and principal in the high school at his discretion. He shall prepare and present to the board a summary report of the financial status of each activity at each regular monthly meeting.

He shall, with the cooperation of the staff, work out the details of the curriculum and present for board approval.

He shall, with the assistance of staff committees, select and recommend to the board certain textbooks for adoption as need arises.

He shall, review with the board at regular intervals the total insurance program.

He shall attend state, regional and national conferences as directed by the board as part of his official duties.

He shall have the authority to suspend from the privilege of school attendance any pupil guilty of gross misconduct or continued insubordination to school organization and/or regulations, however the power to expel shall be retained by this board of education.

He shall prepare the agenda with supporting documentation for each regular and special meeting of this board of education.

He shall be responsible for carrying out all policies, rules and regulations established by this board, and in matters not

specifically covered by board policy, he shall formulate such policies, rules and regulations necessary for the operation of a well administered school system for board consideration and adoption.

It shall be the responsibility of the superintendent to interpret policies, aims, objectives, and educational philosophy of this board and staff to the people of this unified district.

The superintendent may delegate to other staff members certain powers and duties which the board has entrusted to him, but he shall remain responsible for execution of such powers and duties so delegated.

## Section 2 Principals

These persons shall be directly responsible to the superintendent.

They shall be responsible for the administration of the building to which assigned and they shall enforce the rules and regulations approved by the board of education. They shall have full authority to call upon all personnel (certified and non-certified) assigned to that building to assist in the fulfillment of these responsibilities.

Principals shall be fully responsible for decisions made in their respective buildings, however they shall have an "open wire" to the superintendent whenever counsel is desired or urgent.

It shall be required of all principals to be on duty in their buildings by 8:00 a.m. They shall remain during the noon

hour for supervision of lunch and recreational activities, but shall be free to leave their buildings by 4:30 p.m. unless some activity or emergency requires their continued attention. In the high school, the principal may delegate lunch room supervision and other activities to associates.

Principals shall direct custodians to have doors unlocked by 8:00 a.m. and locked at 5:00 p.m. except, the high school must be unlocked by 7:15 a.m. Special activities or inclement weather may condition this time schedule according to the judgment of the building administrator.

The principals shall prepare an annual handbook for the guidance of the teachers. These handbooks shall be worked out in cooperation with the superintendent and shall be an expression of administrative philosophy, policy and procedure. They shall include such items as Statements of Educational Philosophy, Code of Ethics for teachers, general policies, rules and regulations for the administration of the buildings, teacher grade (or class) and room assignments, work and special duty schedules, committee assignments, pupil accounting procedures, money accounting policies and procedures, safety regulations, schedule of fees and fines, list of textbooks, list of special equipment and regulations governing use, availability of professional literature (books and periodicals), grading systems, testing program, list of resource materials available, the official calendar, school lunch regulations, standards of pupil conduct (discipline), public relations objectives and any items apropos

to the general school welfare.

Principals shall be supervisors of the academic program and constantly appraise and evaluate it. They shall visit the classrooms regularly--not less than one visitation per semester. They shall meet with teachers individually and in groups for the purpose of counsel and curriculum development.

They shall diligently strive to develop those pupil habits and attitudes which will lead to higher academic achievement and optimum preparation for adult citizenship.

Principals shall promote health and safety education, regulations for fire drills shall be clearly posted in each room and drills shall be held monthly. It shall be the responsibility of each principal to see that section 72-4606 of the Kansas Code is strictly observed.

Principals shall examine for accuracy all class records and registers and give such directions as will insure proper procedures for accurate record keeping. Registers shall be filed in the superintendent's office at the end of the school year, and any other permanent records upon his request.

Permanent pupil records shall not be released from school custody. However, at the discretion of the principal they may be inspected upon request. In the event of transfer of pupil to another school system, a copy of pertinent data contained in the permanent record shall be sent directly to the school receiving the pupil.

The mental ability measurement of a pupil, professionally

known as Intelligence Quotient (I.Q.), shall be revealed by principal or teacher only when transferred to another school or under the most unusual circumstances (not even to parents), and then at the discretion of the superintendent.

Principals shall require the regular and punctual attendance of all enrolled pupils. They shall guard against the encroachment upon school time by any and all organizations or individuals. They shall have full authority to call upon all building personnel (teachers, school psychologist, etc.) to accomplish this objective. See Article 48 of the Kansas Code concerning attendance laws.

Principals shall have full authority to suspend a pupil for cause however, not to exceed three school days. A full report in writing shall be submitted to the superintendent, who shall notify in writing, the president of the board and parents of the pupil suspended. Reinstatement may be permitted at the discretion of administrators and teachers concerned. Continued suspension or expulsion from school attendance shall be the decision of the board, after a full hearing has been granted to all parties concerned.

Each principal shall develop with staff assistance, rules and regulations which will assure the neat and clean appearance of classrooms, corridors, toilets, and other building areas as well as the grounds.

Principals shall not permit or condone smoking or obscene language in school buildings or on school property by enrolled



pupils.

Principals shall promptly prepare such written reports (weekly, monthly, annually) as may be required by the superintendent for efficient coordination of this unified district.

Principals shall make recommendations for requisitioning of supplies and equipment, and for necessary improvements to buildings and grounds.

Principals shall be responsible for taking inventory (spring and/or fall) of school owned equipment, furnishings, etc. They shall also be constantly alert to misuse, extravagance, and abuse of school utilities, supplies and equipment, and devise ways and means to guard against such practices by pupils and by employees.

Principals shall not allow any solicitors, salesmen, agents or speakers to call on any employee, pupil, or assembly of pupils or teachers at any time in the school building or on school grounds except by a permitting directive from the superintendent.

Constant vigilance shall be taken to guard against unethical practices which would exploit the school for commercial purposes. The distribution of advertising media or propaganda of undesirable bias, providing lists of pupils names and addresses to individuals or organizations announcing or promoting public entertainment, taking up collections, sponsoring "drives", etc., shall not be permitted without an authorizing directive from the superintendent.

Principals shall be the official custodians of all lock keys pertaining to their building. They shall develop and



maintain systematic records of key assignments to teachers, pupils, and custodians, as well as for those keys held in reserve and unassigned.

### ARTICLE III Finance and Business Administration

#### Guiding Philosophy

It seems to this board that one corollary to a better and broader educational program is the certainty of increasing costs, consequently greater fiscal responsibility. With the many worthy organizations and projects competing so zealously for the tax dollar in the resulting confusion, the taxpayer fails to see public education in its true perspective, i.e., its best means for achieving space age leadership and advancing the American way of life.

At present local taxes bear nearly 60% of the cost of public school education, with the balance being supplied largely by state appropriations. By comparison the national state average is about 60% of public school costs raised from local taxes and 40% by state appropriations. In this district as well as in every other Kansas public school district, school costs are constantly in the spotlight of public consciousness, because they loom up so noticeably on tax statements.

The three major governmental divisions--Federal, State and Local (including County), are presently collecting respectively 81%, 17%, and 2% of all taxes. But public education in our state is still 60% financed by local taxes. Obviously this skewed fiscal responsibility must be corrected; and the reorganization of school districts into larger administrative units while helpful, is not the complete solution.

Since public school education is a function of the state, this board believes that means for greatly increasing its appropriations must be devised which would not only relieve the heavy burden of local property taxes, but should compel those many persons who own no real property to pay their fair share of public school costs. Recognizing the provision for some property tax relief by the State School Foundation Finance Act, this board believes that if optimum educational opportunities are to be provided, the state must take far greater fiscal responsibility for financing the rising costs of public education, but no more than is commensurate to its authority to enforce the standards of excellency which it formulates. Moreover we share the growing feeling that the financial support of public education should be a three-way proposition, i.e., local, state and federal.

#### Basic Fiscal Policy

It shall be a policy of this board to encourage and support at every opportunity state and federal legislation which will secure relief from the increasing burden of local property taxes but not at the sacrifice of local control.

In accepting the stewardship of the business affairs of this school district, this board shall require a complete, adequate and revealing accounting of all school monies regardless of the sources of revenue.

#### Section 11. The Accounting System

Section 75-112 of the Code of Kansas authorizes and enforces the use of a standardized system of fiscal procedure, accounting and reporting for all municipalities of the state of Kansas. As defined in section 75-117 of the Code,

municipality is construed and held to mean boards of education.

It shall therefore be a policy of this board to adopt the "uniform financial accounting" system and to conform to any subsequent revisions.

## Section 2. The Depository Bank (9-1401 Kansas Code)

The approval of a depository bank or banks shall be by written resolution entered of record in the minutes of this board at the time of the annual statutory July meeting which opens the fiscal year.

## Section 3. Budget Procedure

### Legal Authority

This board of education has the authority and the obligation to certify to the county clerk the tax to be levied for public school purposes and the amount of money to be collected by school taxes within the statutory limitations. (72-6760 Kansas Code) The school budget is the means by which the financial program of the district can be carried out efficiently and effectively. The budget should be a well conceived expression of the amount this unified district is willing to spend annually, for the kind of education program it believes should be provided.

(Sec. 30 of Unification Act III; S. B. 281, Sections 14 and 15) Provides that; no district shall budget more than 104% of the amount legally budgeted for operating expenses per pupil in the preceding school year.

### Budget Policy

It shall be the duty of the superintendent to prepare the

annual budget document and present it for board consideration at the time of the regular July meeting.

It shall be a policy of this board to set the date for the budget hearing for the first Monday in July; and to publish notice of time and place, financial statement of the school, budget and statement of income in accordance with provisions of the budget law; to be published in the Oskaloosa Independent at least ten (10) days before hearing date.

The board shall adopt or amend, and adopt as amended, and certify the budget to the County Clerk of Jefferson County, Kansas within ten days following the budget hearing.

#### Section 4. Purchasing Authority and Control

The superintendent shall serve as business agent of the board by receiving communications and holding conferences with individuals having business with the board. He shall also serve as purchasing agent and shall direct the purchase of all supplies, textbooks and equipment within the limits of the approved budget. In case of unused expenditures, the board shall be consulted.

The superintendent may delegate to the principals and to the custodians the authority to sign orders (requisitions) to local suppliers for minor items immediately essential.

It shall be a firm policy of this board that all purchases be validated by an official school order (requisition), filled out, and signed by the superintendent or his delegated associate.

Invoices shall be checked carefully against the requisition copy before marking "approved for payment".

Section 5. Bids and Contracts Relative to Purchasing  
Guiding Philosophy and Law

No expenditures involving an amount greater than one thousand dollars (\$1,000) shall be made by the board except in accordance with the provisions of a written contract and the limitations of the cash basis law. (K.S.A. 10-1112 to 10-1116)

No contract involving expenditures for construction or purchase of materials, goods or wares of more than five thousand dollars (\$5,000) shall be made except upon sealed proposals and to the lowest responsible bidder.

Tax moneys for schools is raised to provide the best educational opportunities for the pupils in attendance. It therefore becomes a demanding obligation upon the superintendent, acting as the board's business agent, to make sure that the full purchasing power of the tax dollar in terms of services, lasting equipment and consumable supplies is not compromised.

Supporting Policy

It shall be a policy of this board, as a preliminary to the purchase of consumable goods and equipment in large quantity, to submit a standardized list with adequate item descriptions including quality and quantity to reputable suppliers for bid.

It shall furthermore be a policy of this board to authorize the purchase of the best quality merchandise where the lowest price prevails, without regard to geographical location of the seller.

Section 6. Inventories and Consumable Supplies Accounting

### Guiding Philosophy

The accounting of school equipment, furnishings and supplies is a responsibility all school personnel must share.

Good business practice recommends it!  
The taxpayer expects and demands it!

### Supporting Policy

It shall be a policy of this board to require of the administrative staff the taking of a complete inventory of school owned equipment and furnishings at least once per year.

Said inventories shall be indicated on forms prepared by the superintendent and shall be made out in triplicate by buildings. They shall be filed as follows:

- (1) The master copy shall be filed in the central office (vault)
- (2) The second copy shall be filed in the office of the principal
- (3) The third copy shall remain with the individual teacher or custodian as the case might be

It shall be a policy of this board to encourage careful accounting of consumable supplies and to improve ways and means for storing and/or distributing same.

An inventory of supplies as stored in the stockrooms shall be kept current by the custodians and made available to the superintendent's office.

### Section 7. Attendance out of District

According to Kansas Code, (K.S.A. 72-620, 72-621, 72-702, 72-6757 and Sec. 7, Unification Act III), boards of unified districts may contract with each other for payment of tuition for students attending school in a district not of their

residence if the students reside in inconvenient or unreasonable distances from the school in their own district or for any other reason deemed sufficient by the board. The board of the sending school shall provide for transportation of such pupils as provided by law.

#### Section 8. Extra-Curricular Funds

##### Guiding Philosophy

While extra-curricular activities are not necessarily tax supported, their various funds belong to the school district, rather than to the individual member participants. These funds should be used primarily for the promotion of those activities they represent.

Since income for the support of the extra-curricular program aggregates many thousands of dollars annually, the responsibility for careful accounting is great and its weight falls upon the superintendent and his delegated associates. The superintendent shall be covered by fidelity bond in the amount of five thousand dollars (\$5,000) for protection of said funds.

##### Supporting Policy

The extra-curricular accounts shall not be used as "revolving" funds by the schools of this district. Moneys belonging to the "revolving" section of the General Fund shall not pass through the extra-curricular accounts, but shall be accounted for separately as directed by the superintendent.

A summary report of the financial status of all activity

funds (high school and elementary) shall be presented to this board at the time of each regular monthly meeting.

It shall be strongly recommended that each individual activity keep separate financial records which should be reconciled with the official records at frequent intervals.

The extra-curricular funds bookkeeping for the schools shall be conducted in the central office and under the direction of the superintendent.

Requisition for the purchase of any goods or services to be paid from any activity fund shall be authorized by the signature of the superintendent or his delegated associate.

Claims against any activity shall be supported by invoice from the supplier, checked against the requisition copy for accuracy, marked "approved for payment" by the principal or person delegated for this responsibility, and presented to the central office secretary. If the claim is valid and just, the superintendent shall then authorize its payment by means of voucher attached to the statement of claim (invoice).

Duplicate cash receipts shall be issued for all money received.

All extra-curricular funds shall be audited annually by a C.P.A. selected by this board. The cost of this audit shall be allowed from the General Fund.

At the termination of any activity, club, class, etc., any balance or deficit of record shall be transferred to the Activity "reserve" Fund. This "Reserve" fund shall be used to (1) underwrite



activity deficits, (2) purchase special equipment or services, and (3) for any other purpose apropos to the general pupil welfare approved by the superintendent and/or this governing board.

#### Policy Governing Extra-Curricular Activities

The Senior Class may make a senior trip to anyplace within 600 miles of Oskaloosa. Said trip to be taken immediately following dismissal for summer intermission. The costs of travel shall be paid from money earned by the class in various activities or by each student. An agreement covering certain necessary rules shall be signed by the student and parents or guardians and shall be presented to the superintendent preceding this trip. Forms covering the terms of this agreement shall be available from the superintendent.

High School Christmas programs shall be limited to 60 to 75 minutes. The length of all programs is not to exceed 90 minutes, except that the Junior and Senior class plays may.

The dramatics program shall be limited to: the Junior and Senior class plays, and one, one-act play for the Jefferson County one-act play Festival. Class time shall not be used for the practice of dramatics, such time should be used for class preparation and regular class work. Formal night meetings for organizational and social purposes of the dramatics clubs shall be limited to three.

Admission prices for athletic contests shall be reasonable and in keeping with the rates of other schools in the Jefferson

County League.

#### ARTICLE IV Personnel

##### Section 1. Teachers

"A good teacher is someone who can understand those not very good at explaining and explain it to those not very good at understanding"

Scottish Educational Journal

In order to better acquaint teachers with the role expected of them, this board has formulated certain specific policies concerning duties, responsibilities, and authority, keeping ever mindful that the school exists for the child.

It shall be the duty of each teacher to become fully informed concerning policies, rules and regulations of this board of education, and to diligently observe those rules which relate to their assignment.

Teachers shall be directly responsible to the principal of their school either elementary or high school. They shall promptly and scrupulously carry out directives from their principals, and superintendent.

Each teacher shall be required to supply at the beginning and throughout the period of employment, certain documents to the superintendent. Some shall be filed for future reference with other personnel data. If employment is terminated with this unified district or retirement age is reached, the documents shall be returned to their respective owners. The documents are described as follows:

1. Complete official transcript (2 copies) of College Academic credits.
2. A valid certificate issued by the Kansas State Department of Public Instruction for the position occupying (Kansas Code 72-1388).
3. Certification of health signed by a licensed physician (Kansas Code (72-5385)).

Teachers shall each be responsible for registering their certificate with County Superintendent of Jefferson County, Kansas before beginning employment.

Teachers shall become familiar with certification renewal requirements of the State Department of Public Instruction and observe them fully.

If certificate is renewed or higher level certificate earned, same too shall be register in the County Superintendent's office and filed with the superintendent.

It shall be strictly understood by each teacher that this board has authorized its executive officer, the superintendent, to "make such assignments, reassignments, and transfers of personnel within the system as are in his judgment essential to the maintenance of the highest degree of efficiency possible".

Teachers shall report for duty at their assigned building by 8:00 a.m. and may leave at the end of the afternoon session, not earlier than 30 minutes after the last class in the building is dismissed except those teachers with which other arrangements have been made by the superintendent. They shall be permitted 30 minutes lunch time during the noon intermission.

Teachers shall be responsible for classification and grading as well as promoting of their pupils in accordance with administrative

policy.

Each teacher is encouraged to develop and follow daily lesson plans in accordance with subjects taught and in time units of one week. A plan book shall be supplied for systematic recording of same.

Elementary teachers shall be responsible for keeping attendance records and pupil accounting data. In the high school permanent attendance records shall be the responsibility of the principal, and office assistants; however, teachers shall report daily class attendance.

Elementary teachers shall be responsible for the maintenance of an accurate and complete cumulative recording system for scholastic and extra-curricular achievements; health and attendance data of every pupil enrolled in her/his room. In the high school, the principal may relieve teachers of this responsibility. Grade books shall be supplied to each teacher to facilitate an orderly means for recording academic evaluations as well as attendance and other data.

Teachers shall be responsible for recording the pupil's progress report to parents at the end of each grading period. Report cards shall normally be issued to pupils during the class period on Wednesday following the end of the grading period except at the end of the school year. The teacher's evaluation of pupils progress shall be recorded according to the report form furnished by the office.

In the elementary school, formal reports to parents (report cards) shall be supplemented by informal parent-teacher conferences at least once per year and more often as the case may deem necessary.

Teachers shall be responsible for the discipline of pupils enrolled in their classes, however they shall feel free to consult the principal whenever advisable. This board also authorizes and charges all teachers to report to the principals, any pupil misconduct in those cases where the responsibility for discipline is not directly theirs.

Extra-class assignments shall be considered a part of normal duties; as playground, corridor and lunchroom supervision, party and dance chaperones, et.al. The principals who make up the extra-work schedules shall distribute these extra-class assignments impartially so that no one is overburdened.

Teachers shall have authority to detain pupils after the time of regular afternoon dismissal to give special academic assistance, for guidance or for disciplinary reasons, but not later than five o'clock. In the case of school bus transported pupils prior arrangements shall be made with those parents concerned. It is also strongly recommended that parents be notified if any detention is required and specific reason for it.

Teachers shall not have authority to dismiss pupils earlier than the scheduled time, except by permission of the principal and superintendent.

Teachers shall not send notes or any form of written communication to parents or guardians until after the same has been approved by the principal.

Teachers shall not excuse a pupil to leave the building with a stranger.

Teachers shall work closely with the school psychologist and speech therapist, but shall excuse no pupil during school hours for special instruction, dental correction, optometric examination, medical attention (unless emergency), etc., without a permitting directive from the superintendent or principal.

#### Teacher Ethics

This board endorses the N.E.A. Code of Ethics for Teachers (revised). All teachers employed by this board shall familiarize themselves with each item of this document and shall consider them to be the "ground rules" for professional conduct.

#### Complaints and Grievances

1. In case of complaints or grievances, teachers, individually or collectively, shall try by all means possible to resolve difficulties in a professional manner, using the proper channels, i.e., through the principal, then the superintendent, then if still unresolved, to the board of education.
2. Teachers shall not discuss in the presence of pupils any controversial school issues or problems.
3. Teachers shall not discuss any of their personal problems with their pupils.

#### Classroom Management

This is a skill closely related to teaching ability. A good teacher is unlikely to be one without possessing the

qualities of the other. To enumerate only a few items relative to classroom management, this board of education believes (1) that a good teacher is alert to changing classroom environmental factors as heat and light which directly influence attention and health, and will make every effort to see an optimum level is maintained, and (2) that a cheerful, attractive, orderly classroom are "earmarks" of the successful teacher.

#### Association Membership

This board recognizes the Parent-Teacher Association as a most valuable community ally in working for school improvement. It shall therefore be a policy of this board to encourage and urge all teachers of this district to affiliate with, to help formulate objectives, and to actively participate in the work of the P.T.A.

Membership and attendance in the Oskaloosa Classroom Teachers Association, Jefferson County Teachers Association, the Kansas State Teachers Association, and The National Education Association is encouraged by this board.

Remuneration at the rate of five dollars (\$5.00) per meeting is paid for attendance of Jefferson County Teachers Association meetings, and at the rate of five dollars (\$5.00) per day for attendance at the Kansas State Teachers Association annual convention.

It shall be a policy of the board of this unified district to encourage teachers to attend special workshops and conferences

in their teaching field regulated under the following provisions:

1. One workshop, conference or clinic per year, provided arrangements can be made for class supervision for that day, is recommended without salary loss.
2. The salary of the substitute teacher can be paid from school funds.
3. Mileage only to be paid to the teacher at the rate of 7¢ per mile.
4. All requests be submitted in writing to the principals, at least one week in advance of the absence with final approval given by the superintendent.

#### Concerning Pregnancy

In order not to jeopardize the future employment of married women and in no way disparaging the state of motherhood, it shall be a policy of the board that any teacher, clerical worker, or any other employee who becomes pregnant during the school year shall resign within five months from the beginning of pregnancy. If pregnancy occurs before the school year begins, resignation shall take place at once, so that a suitable replacement may be secured.

#### Sick Leave

##### A. For Personal Illness or Injury

All certificated employees shall be allowed 10 days leave per year for personal illness or injury without loss of salary. Sick leave credit shall be cumulative but shall in no event exceed 30 work days.

##### B. For Illness or Injury in the Employee's Immediate Family

Salary deductions shall not be made for absence caused by illness or injury in the immediate family which requires his/her presence, until such absence exceeds 3 work days in any one contract year. However, accrued days of sick leave shall be reduced accordingly.



### C. For Death in the Immediate Family

Salary deductions shall not be made for absence caused by death in the immediate family, until such absence exceeds 3 work days in any one contract year; provided such absence shall immediately precede or follow the death, or be during the time thereof. However, accrued days of sick leave shall be reduced accordingly.

### Conditions and Understandings Governing Sick Leave

- (1) Sick leave may be accrued only through consecutive years of employment in this school district.
- (2) The "Immediate Family" is defined as father, mother, sister, brother, husband, wife, child, Parent-in law, brother-in-law, sister-in-law, grandparents, and grandchildren.
- (3) This board shall, in each instance, require such reasonable evidence as it may desire confirming the necessity of such leave of absence.

### Absence Not Covered by Sick Leave

Occasionally school employees may find it necessary to be absent for reasons not covered by the board's policy of "Sick Leave". Those such requests which are reasonable and just in the judgement of the superintendent shall be permitted, conditioned by the availability of a suitable substitute. For such absences salary deductions shall be made at a rate equal to one, 185th of the teachers regular salary. However, no employee shall be excused from duty to participate in a remunerative activity.

### Leave of Absence from Contracted Duties

It shall be a policy of this board to discourage a request by any employee for extended leave of absence from contracted duties for any reason beyond that permitted under the terms of "Sick Leave". Any such request shall be refused, except under

the most unusual circumstances, and then only if an acceptable replacement is readily available at no expense of procurement to this district.

#### Salary Withholding

The office secretary shall be required to withhold from the regular salary warrant, (1) the Federal Income Tax payment, (2) the Federal Social Security payment, (3) the Kansas State Income Tax payment, and (4) the Kansas Public Employees' Retirement System payment. Upon the written authorization of the employee, "withholding" shall also be made by the secretary for payment of insurance premiums, and dues, i.e., Blue Cross-Blue Shield Insurance. The school warrant or "pay check" shall show the exact amount of each such deduction.

#### Salary Deduction

Salary deductions shall be made for absences in excess of accrued sick leave or for absences due to other reasons not covered by the conditions required to qualify for sick leave. The amount of deduction per day of absence shall be at the same ratio as the contracted annual salary bears to the number of days in the "contract year".

#### Group Insurance

It shall be a policy of this board to sanction voluntary individual participation in Blue-Cross-Blue Shield. The cost of any such insurance shall be paid in full by the participating staff member.

### General Standards for Employment

It shall be a policy of this board of education to employ only professional personnel of high moral character, proven intellectual capacity as revealed by academic transcripts, and adequate physical fitness; who are dedicated to the principle that every child is important and can be prepared to find a worthy place in the complex structure of space-age society; and who will volitionally be guided by the Code of Ethics developed and propagated by the National Educational Association.

### Experience

Experience in similar assignment shall be desired but not required. Except in the employment of administrative personnel experience shall be required.

### Minimum Training

It shall be a policy of this board to give priority to candidates for a position, who have preparation beyond the bachelors degree, but other qualities may more than counter-balance training deficiency. It shall be a policy of this board to require the B.A. or B.S. degree as minimum preparation for positions in the high school.

### Candidate Procurement and Nomination Procedure

- A. Publicize Vacancies: When vacancies are known to exist, or are suspected to occur, the superintendent shall make every effort to inform interested candidates by (1) contacting placement offices of teacher training schools, (2) announce the vacancies to teacher placement agencies of known good repute, and (3) advertising the need in newspapers of wide circulation.

- B. Applications Encouraged: Interested candidates shall be encouraged to file written application for the position with the superintendent.
- C. Screening and Recommendations: 1. The superintendent shall screen applications received in accordance with basic qualifications. 2. He shall personally interview the most desirable candidates. 3. He shall collect other relevant data from placement offices, references, etc., concerning each candidate. 4. He shall evaluate all accumulated data and finally nominate two or more candidates for each vacancy to this board at the time of a regular or special meeting. 5. He shall also make available to this board all data and documents supporting his recommendations. 6. Upon the request of this board, the names of all qualified candidates together with their confidential papers shall be made available.
- D. Appointment Procedure:
- (1) This board shall discuss the superintendent's nominations and shall inspect the supporting credentials.
  - (2) Candidates may be requested to appear in person before this board.
  - (3) This board shall finally select and elect by official motion the person desired, which selection shall also meet with the superintendent's approval.
  - (4) The successful candidate shall be notified immediately and contracts negotiated according to this board's official decision.
  - (5) As quickly as the vacancy is known to be filled, other interested candidates, placement offices and agencies shall be notified by the superintendent.
- E. The Contract: The contract shall be considered a legally binding agreement between this district (party of 1st part) and the professional employee (party of 2nd part). It shall not be broken except by mutual consent or for good and just cause—see sections 72-5411-5412 of Kansas Code.

The contract format shall be uniform for all certificated personnel employed for the schools of this district, regardless of the training category or the assignment; and it shall include the following provisions:

- (1) Date of agreement
- (2) Date of beginning employment in this district
- (3) Definition of "contract year"
- (4) Amount of compensation and when to be paid
- (5) Statement of continuation of contract as provided in section 72-5411 of Kansas Code
- (6) General statement of duties
- (7) Health Examination
- (8) Sick leave allowance

The contract shall be made in triplicate and signed by the president of this board for 1st party and the person to be employed as the 2nd party.

1st copy shall be presented to the employee  
 2nd copy shall be retained by the clerk of this board  
 3rd copy shall be on file in the superintendent's office

#### F. Reemployment-Tenure-Discharge-Resignation

Reemployment: It shall be a policy of this board to retain those certificated employees who, according to the evaluation of the superintendent have produced satisfactory service records. Reemployment shall also be conditioned by the continued need for said services.

Consideration of contract continuations may be placed on the business agenda of this board as early as the regular meeting in January, but not later than at the time of the regular meeting in March.

Tenure: Section 72-5411 of the Kansas Code provides for automatic continuation of contract for certified personnel, including superintendent and other administrators, unless terminated by the board on or before March 15.

Discharge: (2) Termination of contract may be authorized by a majority vote of the board. A notice of termination shall be sent to the employee by registered mail not later than March 15. Cause for discharge may be incompetency, inattention to duty, partiality or any good reason revealed after a full and fair investigation.

(2) It shall however be a firm policy of this board to seek more humane ways and means to termination of contract than that provided by law. We recognize administrative guidance and guidance and counseling as powerful influences in straightening out difficulties, if such be recognized in their early stages.

We believe that numerous conferences can lead to an improvement or a complete solution to most personnel problems. If the difficulty cannot be resolved, then to prevent humiliation, we recommend resignation.

Resignation: Resignation of certified personnel shall be held valid under the following conditions:

- (1) Termination by mutual consent
- (2) Voluntary termination by filing a written resignation with this board on or before April 15, said termination to become effective at the end of the current school year.

G. The Salary Schedule and Conditions of Operation Prefacing Policy:

(1) The salary schedule shall be interpreted as a guide for preparing teachers' contracts and shall not be construed as an inflexible legal agreement between the Board of Education and the teaching staff.

(2) The schedule shall be interpreted as a changing instrument and shall be subject to revision under changing conditions. A committee composed of two members of the Board of Education, the superintendent, and three teachers (one from high school and two from the elementary school), shall act as an advisory committee for the purpose of recommending future revisions of the salary schedule.

Provisions for Operation

(1) This board shall have the right to declare any teacher a special teacher and may hire him or her at a salary above or below the established salary schedule.

(2) A beginning teacher having college credits in

excess of 120 hours, shall have 10 hours figured on the first years salary and the remainder prorated at 10 hours per year until the excess is absorbed.

(3) This unified district shall attempt to have all certificate employees, except administrative personnel, on schedule for the 1968-1969 term.

(4) To remain on schedule a teacher shall earn at least six (6) semester hours of college credit (approved by the superintendent) in a five year period. It shall be a policy of this board to review, for possible readjustment, any teacher's contract who fails to meet this requirement.

(5) There shall be a starting base salary of \$4,700. There shall be thirteen (13) increments of one hundred dollars (\$100) each, for each year of teaching experience.

(6) A teacher shall receive twenty five dollars (\$25) per hour for all hours in excess of 120; with a maximum of 210 being accepted.

(7) Teachers having less than 120 hours of college credit shall remain at the base salary (\$4,700). It shall be a policy of this board to increase said teacher's salary at a rate of fifteen dollars (\$15) per credit hour for college credit earned prior to September 15, of the current school year.

(8) Differentials shall be allowed for the following:

- (a) Head Coach (high school) - \$200 per sport
- (b) Assistant Coach (high school) - \$100 per sport
- (c) Head Coach (elementary) - \$100 per year
- (d) Drama Coach - \$100 per year
- (e) Class Sponsors (Junior and Senior) - \$25 per year
- (f) High School Music - \$300 per year

(9) Time lost, when deductible, shall be deducted at 1/185 of the annual salary per day for all regular teachers.

#### The Substitute Teachers

(1) Qualifications: Substitute teachers shall meet minimum training standards, be properly certified for active service under regulations of the State



Department of Public Instruction, and be able to immediately respond to emergency call.

- (2) Salary: A uniform salary of \$22.50 per day shall be approved for substitute teaching at any grade level. Should a substitute not serve a full day the salary amount shall be prorated accordingly.

Said rate is determined by averaging all teachers salaries and dividing by 185. A substitute shall be paid 75% of that average daily wage for the first 10 days and the full rate after 10 days.

## Section 2. General Policies for Non-Certified Personnel

### A. Basic Qualifications for Employment

- (1) They shall be physically fit and able-bodied
- (2) They shall have good moral habits
- (3) They shall be able to work harmoniously with teachers and other associated adults
- (4) They shall have specialized skills in their area of employment
- (5) They shall be particularly adaptable to working around children and young people
- (6) They shall be well groomed and suitably dressed for the position to which assigned

- B. Selection Procedure: It shall be a policy of this board to encourage interested candidates to make written application for the position vacant to the superintendent of schools.

The superintendent shall (1) screen applications received in accordance with basic qualifications enumerated above in "A". (2) He shall personally interview the most promising candidates. (3) He shall collect other relevant data by contacting "references" and others who know the candidates. (4) He shall evaluate all available data and finally nominate two or three candidates to this board at the time of a regular of special board meeting. (5) He shall also make available to this board, the names and application data of all candidates.

### C. Appointment Procedure

- (1) This board shall discuss the superintendent's nominees and shall hear his recommendations
- (2) In certain cases the candidates may be requested



- to appear in person before the board
- (3) This board shall finally select and appoint by official motion the person desired, which selection shall also meet with the superintendent's approval
- (4) All candidates shall be notified by the superintendent of this board's decision as quickly as possible

- D. The Contract or Agreement: The contract shall be considered a legally binding agreement between this district (party of 1st part) and the employee (party of the 2nd part). It shall not be broken except by mutual consent or for good and just cause.

The contract form shall be composed to fit the employment category concerned, but each such document shall give information as follows:

- (1) Date of beginning of employment
- (2) Length of contract period
- (3) Amount of compensation
- (4) Length of workday and week
- (5) Holidays
- (6) Sick leave allowance
- (7) General statement of assignment and extra-assignment
- (8) Broad statement of duties
- (9) Health examination

The contract shall be made up in triplicate and signed by the president of this board for 1st party and the person to be employed as 2nd party.

- E. Retention-Tenure-Dismissal: It shall be a general policy of this board to retain its personnel so long as service and working conditions are mutually satisfactory and agreeable.

Tenure shall be determined by the number of annual contract renewals. Contract renewals shall be conditioned by the following factors:

- (1) Adaptability to changing conditions
- (2) Mental and physical fitness for the work to which assigned
- (3) Satisfactory services
- (4) Cooperation and team spirit
- (5) The district's need for said service
- (6) Retirement age

Dismissal shall be authorized at any time for good and just cause as: immorality, incompetency, flagrant violation of regulations and policies of this board, or for any other act or attitude known to be harmful to the general welfare of this unified district. It shall be a policy of this board to grant a hearing upon request of party concerned, before dismissal is final.

- F. The Salary and Pay Days: In lieu of a wage scale it shall be a policy of this board to base the annual salary for each non-certificated staff member upon the following conditions:

- (1) Basic training
- (2) Experience in the job category
- (3) Length of the work day, week and year
- (4) Merit of service rendered
- (5) Salary paid in other similar local situations
- (6) Salary paid in other schools for similar services
- (7) General economic indices

It shall be a policy of this board to pay all non-certificated personnel on the same day of the month as certificated personnel. Cooks and drivers shall be hired on a 9 month basis. Secretaries and custodians shall be hired on a 12 month basis. Pay periods shall be on a monthly basis as hired on a twelve month basis is requested by those hired for less than twelve months.

- G. Substitutes: Substitutes for any of the job categories shall be selected by the superintendent or his delegated assistants.

The wage schedule for substitutes shall be established as follows:

Custodians.....	\$1.50 per hour
Cooks.....	\$1.35 per hour
Drivers.....	\$3.60 per hour
Secretaries.....	\$1.40 per hour

- H. Sick Leave: It shall be a policy of the board for non-certified personnel to be governed by the same policy for certificated personnel with the following exceptions:

- (1) Cooks and bus drivers shall be allowed 5 days leave per year for personal illness

or injury without loss of salary. Said leave shall be cumulative, but shall in no event exceed 15 work days.

- I. Other Non-Certificated Employee Policy: For board policy on the following areas please see--Article IV Section 1 of these policies.

- (1) Absence not covered by sick leave
- (2) Leave of absence from contracted duties
- (3) Salary withholding
- (4) Salary deductions
- (5) Group Insurance

- J. Personnel Record: It shall be a policy of this board to authorize the superintendent to establish a cumulative record file for each employee at the time of first employment in this district. Said files to contain recordings of data of a professional nature as suggested by any file form prepared for this particular purpose.

It shall be a policy of this board to accept permanent custody of the employee personnel files and to hold them confidential and inviolate.

- K. Health Examination: This school board shall in accordance with the Kansas Code section 72-5385, require each employee to submit a certification of health signed by a licensed physician on a form prescribed by the Kansas State Board of Health. Additional certification of health shall be required at least once every three (3) years. If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils, the board may require, prior to a three-year period, a new certification of health. The expense of obtaining certificates of health shall be borne by the employee.

### Section 3. Custodians

This person shall be directly responsible to the superintendent or his authorized assistant, however it is essential that he work closely and harmoniously with all school personnel.

In cooperation with the principals, he shall schedule his work in a manner which will produce a clean, comfortable, cheerful, and

safe enviromental for both pupils and teachers.

Custodians shall attend such in-service training meetings, schools, and conferences as this board and superintendent may feel to be necessary.

They shall familiarize themselves with those parts of the state code covering school safety and fire prevention and shall take all necessary precautions to prevent any violation to develop. If violations are detected, same shall be reported immediately to the superintendent and corrected if possible.

They shall plan, with the superintendent, maintenance and improvement projects for the summer months and other times when the schools are closed, so that the individual capabilities of each are utilized to their fullest.

They shall make recommendations to the superintendent for the requisitioning of supplies and equipment pertaining to operation, maintenance, repairs and improvement of buildings and grounds of the schools of this unified district. However, they shall be given authority to sign orders (requisitions) to local suppliers for minor items immediately essential to physical plant operation and maintenance.

They shall assist the superintendent in developing a long range building maintenance and improvement program including painting (both interior and exterior), floor refinishing, etc., so that maintenance costs are annually distributed as equitably as possible.

They shall be held responsible for the delivery of consumable

supplies and equipment to the various buildings and school grounds.

Custodians shall refrain from the use of tobacco in the building, except in the boiler rooms, while pupils are around. They shall refrain from the use of liquor during the hours of duty. Any infraction of this regulation shall be grounds for immediate dismissal.

Custodians shall remain on the school premises during the hours of duty so that the buildings will have constant supervision. Custodians shall not leave while school is in session except in an emergency and in such case, shall notify the principal immediately.

Custodians shall not be responsible for the discipline of children in the building/s to which assigned; however, it shall be their duty to report immediately to the principal any misconduct.

Custodians as well as all school employees, will be called upon at various times to assist with regularly scheduled extra-work activities, many of which are at night. For these school functions there shall be no remuneration. However, if school facilities are rented to some organization and custodial services are needed, custodians shall be reimbursed for their time at the rate of \$3.00 for evening meetings and \$6.00 for all day meetings.

#### Duties:

Buildings and furnishings (equipment) shall be kept in a clean, attractive, and sanitary condition according to a schedule worked out by the custodians and principals. Special areas as corridors,

lunchroom, kitchen, toilets, and drinking fountains shall receive special attention.

Lawns, playgrounds, trees, and shrubbery shall be cared for, including periodical pick up of paper, trash, rubbish, etc. Sidewalks and steps shall be kept clear of snow and ice or any obstacles which might cause or contribute to personal injury or appear unsightly.

Heating, ventilating and other mechanical equipment shall be operated in a studied manner so that maximum efficiency at lowest cost results.

The United States and Kansas flags shall be displayed on all school days when weather conditions are suitable. (Kansas Code 73-701, 73-707)

Hours of duty shall be as follows:

Daily (M-F).....7:00 a.m. to 5:00 p.m.  
 Saturdays.....7:00 a.m. to 12:00 Noon  
 Summer (M-F).....7:00 a.m. to 4:00 p.m.  
 (One hour lunch and rest period will be allowed  
 on full days)

In a few cases these hours may be adjusted by the superintendent to satisfy particular situations; but essentially the number of hours per week shall be 55 hours during the school year and 50 hours during the time the schools are closed for vacations.

#### Section 4. Office Secretaries

Personnel in this work category shall have the necessary experience and training in secretarial science and office management suitable for the work to which they are assigned.

They shall possess those personal traits which will promote

and maintain harmonious relations within the school as well as with the public. To enumerate a few:

1. A friendly cheerful disposition
2. A well groomed attractive appearance
3. A well modulated, pleasing voice. (How to answer the telephone is a technique almost an art, which every good secretary cultivates)
4. Discretion, integrity and loyalty shall be considered indispensable attributes for persons in this work assignment

Specific duties shall be determined for the particular assignment by the principal directly in charge and by the superintendent. However, they shall range from "housemother" (in the elementary school), to specialized clerical work.

Hours of duty shall be from 8:00 a.m. to 5:00 p.m.

For the high school and superintendent's office the work year shall be for the twelve months of the fiscal year beginning on July 1st.

Holidays and vacations during the school year shall generally follow the pattern suggested for teachers by the official school calendar. However, it shall be strictly understood that should emergencies arise, office secretaries shall work on Saturday mornings and/or vacation days.

#### Section 5. Transportation Personnel

##### Guiding Philosophy

School bus drivers are very influential persons. Pupils learn many things from a driver. His influence is never neutral. The important thing is that these influences be good. Certainly, he should possess personal qualities as a firm but pleasant being,

good grooming, a well controlled even temperament, honesty, integrity, courtesy, and orderliness. This board will diligently seek and try to hire only those persons who possess these characteristics.

#### Supporting Policy

School bus drivers shall be directly responsible to the superintendent. In all school matters, drivers shall also work closely with parents, teachers, and principals of children transported.

Drivers shall present a certificate of physical fitness each year before being permitted to operate any vehicle transporting children to and from school.

Drivers shall hold a chauffers license class "C".

Substitute drivers shall meet the same requirements as regularly employed drivers. When substitute drivers are needed, regular drivers shall so inform the superintendent. Their services shall be paid from the general fund.

Drivers shall permit no other passengers except those pupils who are eligible to transportation service.

It shall be a policy of this board to immediately terminate its contract with any driver for inattention to duty, use of intoxicating liquors, immoral conduct, incompetency, speeding, failure to observe safety regulations, smoking while transporting pupils, or for any other good cause.

Bus drivers shall attend annual clinic for bus drivers called by the Motor Vehicle Department. Expenses for said



attendance shall be paid by this district.

Drivers shall be required to take a First Aid Course sponsored by the American Red Cross for a minimum of 10 clock hours. This course of instruction shall be available at no monetary cost to the driver.

Time lost because of inclement weather or impossible road conditions shall be made up.

Salary deductions shall be made at the rate of 1/180 of the annual salary for each day lost in cases of absence not covered by sick leave.

The contract with drivers shall be prepared in triplicate with addenda as deemed necessary by this board and superintendent.

1. The annual salary shall be based upon a service period of 180 days corresponding to the school year
2. The annual salary shall be paid in nine monthly payments unless other arrangements are made
3. Pay dates shall be on the last school day of month, beginning with September and ending with May.
4. In the event a driver does not serve a full contract year (180) days, he shall be paid that fractional part of the contracted annual salary that the number of days served bears to 180

School bus drivers shall observe the law in all matters concerning transportation of children of this district.

Drivers shall consult the superintendent concerning rearrangements of time schedules and route changes. They shall make every effort to deliver pupils to their respective buildings on time, but never ahead of time.

Drivers shall not make non-scheduled stops except in emergencies

There shall be no change of routes to pick up "Private kindergarten" pupils. (Kansas Code 72-619)

Drivers are not authorized, and they shall not sponsor extra-curricular activities as skating parties, or any form of group gatherings of pupil personnel of their respective buses.

Drivers shall be responsible for the conduct of the passenger pupils. Disorderly conduct shall not be tolerated. Drivers shall report any behavior problems immediately. Drivers shall not have authority to put a misbehaving pupil off the bus to force him to walk home, but he shall have authority to tell such pupil as he leaves the bus at his home that it will be necessary for him and his parents to make acceptable arrangements with the superintendent before he can be again transported.

Drivers shall be required to keep their buses clean on the inside with windows and lenses unobstructed at all times. Other equipment shall be in place and functional.

Drivers shall not use tobacco while engaged in the business of transporting school children, i.e., at pickup delivery and running times.

Bus drivers shall be paid \$10 per day for delivery of new buses. New buses shall go to driver whose bus was traded in or kept as the extra bus.

#### Section 6. Lunch Room Personnel

##### General Policies Concerning Lunch Room Personnel

The superintendent shall direct the school lunch program,

however he shall be authorized to designate one person as General Head Cook to supervise the entire program.

Lunch room personnel shall be responsible to the superintendent through the principal and the general head cook.

The board of education authorizes the superintendent to transfer, reassign, or dismiss at any time, anyone in this work category, when according to his judgment, the welfare of the school would be better served by this action.

Vacancies in this work category shall be filled on the basis of moral character, physical fitness, experience in the preparation of food, and age; and upon the recommendation of the superintendent and general head cook.

A work day shall be considered to be six hours beginning at 7:30 a.m. and ending at 1:30 p.m. with time out to eat lunch, for which no charge will be made.

It shall be understood that cooks will receive daily wages only for the time school is actually in session except for sick leave. Exception may be made to this policy in the case of the general head cook.

Sanitation, palatibility and nutritional balance shall be the "watchwords", and it shall be the responsibility of each cook to help to achieve highest ratings for the lunch program of this unified district.

The general head cook shall be held responsible for making such reports to the superintendent as he may designate.

All lunch room personnel shall be particularly attentive

to personal hygiene. In serving food, the hands shall not come in direct contact with it.

Menus shall be planned by the general head cook with the assistance of guidelines from the State Department of Public Instruction.

Food shall not be wasted or given away except to underprivileged children. In the event of "leftovers", which cannot be utilized the next day, the superintendent shall be consulted concerning method of disposal.

A current stockroom inventory of all food items shall be diligently maintained, making use of forms provided for this purpose.

Cooks shall attend workshops and other meetings for school lunch personnel as may be deemed necessary by this board and as recommended by the superintendent.

## Section 7. Pupil Personnel

### A. Admission Policy

#### Guiding Philosophy

The Board of Education of Unified District #341 believes that each individual child should be accepted into the educational program, as he is, and that he shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavior changes that will effect continuing satisfactory adjustments.

This board is cognizant of individual differences among children, both in mental as well as physical aptitudes. It is

believed that some children by reason of certain handicaps, should not be placed in the same educational environment with normal children. It is also believed that educational opportunities for the gifted pupil should be greatly enriched and accelerated.

#### Supporting Policy

The schools of this unified district shall be maintained (with few exceptions), for all children of legal attendance age who reside within its boundaries for a minimum school year of 180 days.

The Code of Kansas Section 72-1107 defines persons between five and twenty-one years as being of school age, and that compulsory attendance 72-4801 shall be for those children over seven and under sixteen years of age. Two exceptions to this requirement are enumerated in the same section, (72-4801).

#### Legal Age for First Grade Enrollment

In the year 1967, any child who will attain the age of six (6) years on or before the first day of December shall be eligible to enter first grade; in the year 1968, any child who is six on or before the first day of November; the year 1969, any child who is six on or before the first day of October; and in the year 1970, any child who is six on or before the first day of September shall be eligible to enter the first grade. (S.B. 59, L. 1965)

#### Pupil Transfers from other School Systems

The superintendent is authorized to permit some exceptions

in those cases of pupil transfer from other school systems where initial enrollment regulations differ. However, where underage or immaturity is revealed in transfers, "readiness" for work of the grade level to which assigned shall be established.

#### B. Attendance Centers and Areas

For the Elementary Schools (1-8 inc.)

There shall be one attendance center but two main buildings. Grades 1 through 4 shall attend the frame building down town and grades 5 through 8 shall attend the high school building.

For the High School (Grades 9-12 inc.)

There shall be one attendance center. It shall be known as the Oskaloosa High School and located in the city of Oskaloosa.

#### C. Absences

It shall be a policy of this board to require regular and punctual attendance of all enrolled pupils of this district during the school year consisting of a minimum of 180 attendance days.

The superintendent and principals shall be authorized to establish such administrative rules and regulations as are necessary to insure punctual and regular attendance. The same are to be enforced judiciously. (See section 72-4801 and 72-4802 Kansas Code)

All absentees require a written permit from the office before reentering class.

All employed personnel shall unite to guard against encroachment upon school time by organizations (even those sponsored by

the school) and individuals, which would diminish the school's effectiveness.

#### D. Suspension and Expulsion Policy

Administrative authority as previously described (see Article I, The Superintendent) shall govern these situations. The expulsion of a pupil shall not extend beyond the school semester in which the expulsion was ordered.

Readmission of a pupil after suspension or expulsion shall be governed by law section 72-1029 b.

Secret societies and fraternities shall be prohibited. Section 72-5311 of the Kansas Code relative to this matter shall be strictly observed.

#### E. Discipline

##### Guiding Philosophy

This board is of the firm belief that desirable discipline develops proper pupil attitudes and habits which are the requisites to learning. We believe that teacher-pupil relation must be forthright, honest, sincere, impartial and warmly friendly; that children appreciate a well disciplined school environment and will educationally thrive accordingly. We believe that both teachers and pupil must learn to clearly distinguish between "laughing at" and "laughing with", if harmonious cooperation is to be achieved.

##### Supporting Policy

Each teacher shall be responsible for the discipline of the pupils enrolled in his/her classes and without prejudice.

It shall be a policy of this board to be intolerant towards the use of sarcasm, ridicule, scorn, contempt or any disguised form of reproach in the technique of disciplining children.

Concerning corporal punishment: Neither the code of Kansas nor shall this board exclude corporal punishment as a disciplinary procedure. If this form of punishment is recommended by the teacher, it shall be a policy of this board that it be administered effectively but harmlessly by the principal in the privacy of the school office and in the presence of another adult as witness.

F. Promotion, Retention, and Grade Placement

Acknowledging the teacher as being responsible for the final decision relative to promotion or retention, it shall be a policy of this board to support this district's professional staff in the fulfillment of this professional duty.

Concerning the method of classification of pupils in the elementary schools for instructional purposes, it shall be a policy of this board to recognize heterogeneous ability groupings as being at this time more compatible to desirable public relations.

In cases of retention, it shall be a policy of this board to limit retention, in the grade or subject to one repetition.

G. Pupil Progress Reports to Parents

Formal reports on pupil progress shall be issued to parents at the end of each grading period of six weeks. These report cards shall be issued six times during a regular school year



of 180 days.

Formal reports to parents shall be supplemented by informal teacher-parent conferences held at prescribed intervals in the elementary school and at any other times as deemed necessary by teacher, principal, or superintendent.

#### H. Married Students

It is the consensus of this board, and with no disparagement to the institution of matrimony, that enrolled pupils should not consider marriage before graduation from high school.

It shall therefore be a policy of this board to authorize the temporary suspension immediately of any enrolled pupil of either sex who marries. The period of suspension shall be for three months or until the end of the semester in which marriage takes place--which ever is the longer period.

Any married person of school age and a legal resident of this district, who desires to enter or re-enter the Oskaloosa Schools shall apply for admission to the board of education through the superintendent.

#### I. Pregnancies

It shall be a policy of this board to authorize the superintendent to immediately drop from school membership any pregnant girl--married or single, currently enrolled, as quickly as the condition becomes suspected. In case of denial, the superintendent may require a medical examination.

Application for readmission may be made to this board through the superintendent.

#### J. Smoking

Pupils enrolled in the schools of this district shall be prohibited from smoking in the school buildings and on the school grounds (including school buses).

It shall also be a policy of this board to prohibit smoking within one block of the school in any direction by any enrolled pupil of that school.

In cases of violation of these regulations the superintendent or principal shall be authorized to suspend said pupil for three days with forfeiture of all grades and school privileges during the period suspension.

#### K. Automobile Restrictions

It shall be a policy of this board to prohibit the use of student automobiles during the noon hour except with the permission of the principal. Written permission of use from parent or guardian is a prerequisite even then.

Segregating in automobiles during the noon hour to eat lunch or for any other purpose shall be prohibited.

Any violation of these regulations shall carry the same penalty as described in "J", i.e., 3-day suspension and forfeiture of all grades and school privileges.

The area along the sidewalk west of the high school north to the shop drive shall be reserved for faculty parking.

#### L. Pupil Accounting

The pupil accounting system shall require, a complete and cumulative record of the scholastic achievement and attendance

of each pupil enrolled.

It shall be a policy and a grave responsibility of this board to provide facilities for the safe preservation of all pupil personnel records of a permanent nature.

Transcripts or Inspection of pupil personnel records shall be permitted upon proper request, however the original cumulative records shall remain in the custody of this school indefinitely.

#### M. Lunch Room

It shall be a policy of the board that school lunches are to be purchases on a weekly basis. The charge for these meals are as follows:

Grades 1-4.....\$1.25 per week

Grades 5-12.....\$1.50 per week

Adults.....\$1.75 per week

### ARTICLE V Public Relations

#### Guiding Philosophy

This board recognizes many media available for the promotion of a good program of public relations, i.e., the press, the radio, television, motion pictures, and the normal activities of many school associated organizations as State Department of Public Instruction, P.T.A., N.E.A., K.S.T.A., Association of School Boards, Citizens Committees, the School Staff, et.al. However it is our belief that the greatest stimulant of public interest is the school itself, or more specifically, the pupil.

Public relations, both positive and negative, have their origin in the classroom. What is taught there becomes the foundation of education and therefore the "footings" upon which public relations are

built. Unfortunately a fine curriculum, high objectives and a well trained staff do not automatically spell positive public relations.

Many people do not know a good school from a poor one, because their measuring stick is not calibrated in terms of sound educational objectives, or they have no measuring stick at all. It has been our observation that too often superficial achievements, visible, glamorous but of little lasting value, disguise a totally inadequate curriculum and very low academic standards. How to interpret, to an often apathetic public, the weaknesses and the accomplishments, the needs and the objectives, the fabrications and the facts in such a manner as to arouse its interest and understanding, to enlist its support is the challenge!

It is our firm conviction that the school staff is the most influential contact with the home and therefore with the community. Its influence is never neutral. Everything its individual members do or say either adds to or subtracts from public confidence in this school system. Consequently, it is of the utmost importance that the staff, both professional and non-certificated, be well informed of the school's needs, objectives and policies, so that they in turn may know and tell the facts. As the fans of athletics look to the coach for evidence of sportsmanship and spirit, so the entire community looks to each member of the school staff for high standards of conduct, community loyalty and educational leadership.

#### Supporting Policy

The Law: The state code demands that certain practices (therefore policies) be followed to keep the public informed of what is going on concerning the schools, to enumerate a few:

Sale of bonds.....L. 1965, H.B. 572  
 Budget estimate.....K.S.A. 72-6760  
 Election notices.....Sec. 9 Unification Act II  
 Bond election.....Sec. 40 Unification Act III

Release of Publicity: School publicity which requires the use of any of the regular channels of communication as press, radio, television, etc., shall be released by the superintendent or authorized associates.

Board Meetings: Board meetings shall be open to the press and to the public except in matters in which a majority of the board feels should be discussed in "closed session".

Relations with the Local Press: Particular effort shall be made to cultivate and maintain the good-will of the local press and to fully cooperate with its management and representatives in all matters pertaining to the welfare of these schools and this community.

The local press shall have priority in the receipt of school news releases.

#### ARTICLE VI Auxiliary Services

##### Section 1. The School Lunch Program

It shall be a policy of this board to provide building facilities, equipment, and personnel adequate to the needs of a modern school lunch program which shall be operated under the direct administration of the superintendent.

The school lunch program shall exist to provide adequate, nutritious and palatable noon meals for the enrolled pupils of this district. It shall not cater to the individual tastes of the participants, but it shall strive to "educate the palate" so that proper food habits are firmly established.

In order to supply lunches at the lowest immediate cost to the individual participants, the program shall be strictly "non-profit". However, it shall be self supporting, except as it may receive assistance from federal funds or commodities as provided under sections 72-5327, through 72-5332 of Kansas Code, and the National School Lunch and Special Milk Program. The per lunch cost schedule to pupils shall be set annually by this board and revised whenever necessity demands.

The school lunch program shall be available to all pupils residing in the district as shall the special milk program. Pupils residing within the city limits shall, however, be encouraged to return to their homes for the lunch hour.

Rules and regulations established by the State Department of Public Instruction (state agency) for the National School Lunch Act concerning school lunch and special milk accounts, records, reports and operations shall be observed.

Where need is established pupils shall be permitted to carry sack lunches, if they do not wish to participate in the regular school sponsored lunch program. The same shall be consumed in the designated lunchroom and under the same supervision as required of others. Sack lunches shall not be consumed in automobiles or other segregated retreats.

## Section 2. The School Transportation Program

### The Law

The code of the State of Kansas Article 6, Sections 72-607—72-633 and the Traffic and Safety Department of the State of Kansas

Highway Commission, dictate in large part, the policies, rules and regulations pertaining to all phases of public school transportation.

#### Supporting Policy

It shall be a policy of this board to correctly interpret and faithfully observe the pertinent parts of the Kansas Code and to follow those guiding regulations developed by the State Highway Commission, so that safe, efficient and economical transportation service may be provided and maintained by this unified district for all pupils eligible to receive this service.

It shall be a policy of this board to permit the use of school owned transportation equipment and facilities for three purposes only. (1) To transport during the school year those eligible resident pupils from their place of residence to the school building to which assigned and to return them to their residence at the end of their school day. (2) To transport those enrolled pupils for approved extra-curricular activities as field trips, athletic contests, music festivals, etc. (3) To transport those pupils enrolled in the P.T.A. sponsored summer swimming program, however expenses for this transportation shall be paid for by the P.T.A.

In the event of inclement weather or road conditions sufficiently difficult to prevent the operation of school buses, the entire school system shall be closed.

Notification of the same shall be made by Radio and Television

station WIEW.

Bus routes shall be rotated on an annual basis. Also fuel and oil for buses shall be rotated each six weeks period in order that each service station shall have equal time for the business.

### Section 3. Public Use of School Facilities

It shall be the policy of this board to authorize use of the school building and facilities by public groups conditioned by the following:

- (1) The use of facilities shall not occur during school hours not shall it interfere with the programs of this school
- (2) The sponsoring parties of athletic programs which require use of the athletic field lights shall keep account of hours of use and charges for this use shall be on the basis of 150,000 Kilowatts per hour, at the rate charged the school by Kansas Power and Light Company
- (3) Charges are to be made for the use of the building at the following rates:
  - (a) Town team basketball practice \$ 4.00
  - (b) Evening use for public meeting \$ 5.00
  - (c) All day use for public meeting \$10.00



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DEVELOPMENT OF SUGGESTED BOARD POLICIES FOR  
UNIFIED DISTRICT #341 OSKALOOSA, KANSAS

BY

LARRY LYNN DICKINSON

B.S., Kansas State University, 1962

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AN ABSTRACT OF A MASTER'S REPORT

submitted in partial fulfillment of the

requirements for the degree

MASTER OF SCIENCE

College of Education

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Educational policy describes the aim, purpose or objective which the school board hopes to achieve. Policies create the framework which helps the board or the superintendent make decisions on specific situations. They also help the superintendent and his staff to discharge their assigned duties with positive direction. To define and clarify the public school superintendency, and to increase efficiency in the administration of public schools there has been increasing interest in written school board policies, rules, and regulations.

The purpose of this study was to develop a set of suggested written board policies for Unified District #341 Oskaloosa, Kansas.

The legislation, enacted by the school board while it meets in sessions, constitutes the school policy. Consistency of action is more likely to be assured if the policies are reduced to writing and made available to all school board members and professional administrative personnel. If there is no written record of intent, decisions reached at one time may be unwittingly contradicted by board decisions at another time. This can prove to be embarrassing, particularly if litigation develops or there is an investigation of consistency of board decisions.

The written policies of the two districts now comprising Unified District #341 have not been reviewed for the past ten years and many discrepancies exist between written policy and actual practice. This report then was the attempt of this writer to make the necessary corrections and additions to the written policies to make them consistent with the conditions as they now exist.

This report was a compilation of information necessary for the development of the suggested policies. A general outline of topics to

be considered was made; the minutes of board meetings since 1954 were reviewed and policy matters gleaned from them; the policies of other school boards were studied, and the writings and studies by specialists on the subject were read and studied.

To carry out their duties as handed to them by the people, school boards must delegate to an executive officer the administration of their policies. One of the duties of a school board is the clarification of the functions of both board and superintendent, so that both may render the most effective service to the community.

Without the use of written board policies, too often boards of education have devoted time to petty details that, in most cases, should never have been permitted to consume their time. In dealing with petty details, the board often resolves itself into the personal approach rather than the desired objective approach. It is difficult for a board of education to operate on this personal level and still refrain from favor-doing and patronage.

Since this study was the development of suggested written board policies and since several other policies were read and the writings and studies by specialists on the subject were read and studied, a general outline of topics to be considered was made. Finally the suggested written policies developed include the following areas: preamble; board objectives; organization and procedures of board of education; administration; finance and business administration; personnel; public relations; and auxiliary services.